

The Housing and Community Development Authority is accepting resumes for a Summer Intern position

To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Ray Judy at RJudy@ihcda.in.gov with the title of the position in the e-mail subject line.

Additionally, candidates MUST apply to job ID 601109 via the state's job bank at www.IN.gov/spd . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHCD's Indianapolis headquarters and applications are being accepted February 10, 2016

Please see next page for job description.

Job Description

Agency: Indiana Housing and Community Development Authority

Job Title: Summer Intern—Weatherization Assistance Program Intern

Reports To: Community Programs Manager for Weatherization

Effective Date: May 2016

Summary: Summer interns are exposed to a variety of agency activities and typically have a focus area in which they are assigned. Interns complete specific projects and tasks within that focus area, as well as assist with general office work such as responding to customer and constituent inquiries, meeting preparations, research, etc.

The Weatherization Assistance Program (WAP) intern serves as part of the Community Programs team, which administers programs related to energy assistance, weatherization, and homeownership counseling for low income and vulnerable populations. WAP aims to provide energy conservation measures to low income Hoosiers to reduce their utility bills.

Specific projects for the Weatherization Program intern include:

Healthy Homes Initiative will use WAP, Low Income Energy Assistance program (LIHEAP) and State Energy Assistance Program (EAP) funds to support a homeowner repair program that will increase the number of homes that are eligible for weatherization and create healthier and safe home environments for low income Hoosiers.

Duties of the Intern: The intern for the Healthy Homes Initiative will complete the following task associated with the research:

- Analyze various Healthy Homes Initiatives at the federal and local levels.
- Identify partnership opportunities for the state office and local agencies.
- Collect and analyze data from the local service providers after the first year of the program is completed.
- Research and report trends between funding, services provided, and clients served and document best practices.
- Oversee activities associated with the reporting and expenditures.

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